



August 18, 2005

**Request for Statement of Qualifications for
Indian Bend Wash Multi-Use Path Connection Improvements
Project # T0604**

The City of Scottsdale is accepting proposals from qualified firms (Engineering/Landscape Architecture) for the planning, design and preparation of construction documents for the Indian Bend Wash Multi-Use Path Connection project. This project is located within the Indian Bend Wash (IBW) along the west side of Hayden Road between Chaparral and Jackrabbit roads.

BACKGROUND

The IBW Multi-Use Path Connection project will improve an approximately 0.5 mile (2900') section of the IBW path system by connecting a discontinuous section of path on the west side of Hayden Road between Jackrabbit and Chaparral roads. This project shall also include an grade-separated crossing at Chaparral Road.

Following is a list of project elements for this multi-use path project. This description is not exhaustive. Other elements may be discovered during the process of developing the design concept report. However, this description conceptualizes what is envisioned for this project. The consultant team will be requested to develop ideas and construction cost estimates.

- Add a new 10-12 foot wide concrete path between Chaparral and Jackrabbit roads.
- Add a new grade-separated crossing at Chaparral.
- Improve the at-grade crossing at Chaparral to accommodate access to Chaparral Park.
- Provide path lighting and other security measures.
- A public art element may be included in the project.
- Coordination with the Flood Control District of Maricopa County will be required.
- Federal funding will be involved. Consultant should have experience with preparing all necessary documentation for federally funded multi-modal projects.
- Public participation is critical to this project.

PUBLIC OUTREACH

Public outreach and community involvement will be substantial for this project. There are a number of stakeholders with a keen interest in this project. The Consultant will need to understand the requirements of and will consistently communicate with the community before

proceeding with conceptual design. In addition, the consultant shall be required to make presentation and present alternate alignments and the project to the City Council, Transportation Commission, Development Review Board, and other city department as necessary.

ABBREVIATED SCOPE OF WORK

The selected firm will be required to perform or provide, at a minimum, the following services:

- **Field Inventory:** Conduct a topographical survey, document all existing and proposed utilities, document all the existing easements, and compile an inventory of native and non-native plants and vegetation.
- **Design & Construction Document Phase:** Using local design standards (M.A.G. and Scottsdale Supplements, Scottsdale Design Standards and Policy Manual, adopted building codes and ordinances), the Consultant will progress through Schematic, Design Development and prepare Construction Documents for the project. Design should be compatible with the AASHTO Guide to the Development of Bicycle Facilities and all appropriate ADA requirements. Approval of approximately 30% plans at Development Review Board (DRB) is necessary. Prepare plans as needed for City of Scottsdale DRB for review and approval. An in-house review team consisting of Transportation, Capital Project Management (CPM), Neighborhood Resources, Community Services, Quality Compliance, and Plan Review will review all submittals. Coordinate review and approval of final plans with the various City of Scottsdale departments.
- **Coordinate Utilities:** Consultant will coordinate with other utility companies in accordance with the Central Arizona Coordinating Committee Public Improvement Project Guide. Consultant to follow the City of Scottsdale's Design Standards and Policies Manuals. A potholing allowance will be provided for both Design and Construction.
- **Project Management Meetings:** This includes attending all meetings related to this project as required by City staff, including but not limited to bi-weekly design meetings, public meetings, Transportation Commission/Development Review Board/other City Commissions, and City Council meetings.

STATEMENT OF QUALIFICATION SUBMITTAL REQUIREMENTS

Reply to this request with six (6) copies of your response. Limit your submittal to six (6) 8 1/2" x 11" pages (text on one side only). Submittals, which exceed the page limitation, will not be considered. A cover letter, if submitted, shall not be counted in the total number of allowed pages. Please address the following:

1. List the name of the prime consultant and other design team members with addresses, contact person, telephone numbers, and email addresses.
2. Team's Capabilities - Briefly describe three multi-use path projects that your team has completed that have similar attributes to the IBW Multi-Use Path project. List the members of each project team and the role performed by each member in the team. State a role for the

submitting team member for each project, i.e., designer, civil engineer, project manager, etc. Please provide at references for each project. Indicate your team's experience with complying with federal transportation funding requirements for design, construction and participation in the construction administration process.

3. Project Features – Describe three at least (3) project features that will have a critical impact on the project and briefly describe your approach to solve these issues/features.
4. Significant Project Approach – The design of this project will involve working with a number of City departments and compliance with various review and regulatory requirements. Briefly, identify your team's background and knowledge and how it can be employed to streamline the design process.
5. Local Knowledge - Identify your firm's familiarity with City of Scottsdale procedural requirements and/or local issues pertinent to this project that supplement your qualifications to successfully complete this project.
6. Active Contracts – List your projects currently under contract with the City of Scottsdale where your firm is the prime consultant. Please list the remaining contract amount (defined as the difference between the contract award amount and the sum of the current billings). The following criteria will be used in the evaluation process for this requirement.

Total remaining contract \$ amounts:

\$0 to \$100,000	5 Points
\$100,000 to \$500,000	4 Points
\$500,000 to \$1,000,000	3 Points
Over \$1,000,000	2 Points

EVALUATION CRITERIA

Evaluation of the submittals will be based on a 100-point scale distributed as follows:

- Firm's Capabilities – experience with similar projects (0-30 points)
- Project Features - identification of issues that may impact the project (0-20 points)
- Project Approach (0-20 points)
- Local Knowledge (0-10 points)
- Active Contracts with the City of Scottsdale (0-5 points)
- Overall evaluation of firm/team and perceived ability to provide the required services. This is to be determined by selection panel members. (0-15 points)
No response is required.

SELECTION PROCESS

Selection of firms who submit proposals for this engineering services contract will be made through an evaluation process based on the written proposals submitted and the above Evaluation Criteria.

INTERVIEW PHASE REQUIREMENTS

Interviews may be required of the short-listed teams, but the City of Scottsdale reserves the right to make final selection based solely on the abovementioned evaluation criteria and written proposals.

INDEMNIFICATION & INSURANCE REQUIREMENTS

The City of Scottsdale requires the selected team execute an Engineering Services Contract. The City has the basic format of this contract on our web site:

<http://www.scottsdaleaz.gov/capitalprojects/PDF/eng10.pdf>

The City's Indemnification and Insurance language is included in this contract. Submission of your Statement of Qualifications shall indicate your firm's ability and agreement to sign Scottsdale's Standard Engineering Services Contract. Questions shall be addressed prior to submittal in writing.

For firms submitting proposals, the City requires a statement in the proposal that the firms have read and understood all the elements laid out in the Architectural Services Contract.

STATEMENT OF QUALIFICATION SUBMITTAL TIME AND PLACE

Submittals will be received at the City of Scottsdale's Capital Project Management Division no later September 16, 2005 at 1:00 p.m. MST.

Address responses to: Vivek Galav
Project Manager
City of Scottsdale
7447 E. Indian School Rd., Suite 205
Scottsdale, AZ 85251
Phone: (480) 312-7630 office
E-mail: vgalav@scottsdaleaz.gov

GENERAL INFORMATION

1. City Website – This Request for Qualifications will be posted on the city's website. The address is <http://www.scottsdaleaz.gov/capitalprojects/RFQ.asp>
2. Instructions – The City of Scottsdale shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications will be in the form of an addendum, which will be furnished to all registered Request for Qualifications holders.
3. City Rights – The City of Scottsdale reserves the right to reject any oral Statements of Qualifications, to waive any informality or irregularity in any Request for qualifications received, and to be the sole judge of the merits of the respective Statements of Qualifications received.

4. Release of Project Information – The City of Scottsdale shall coordinate the release of all public information concerning the project, including selection announcements and contract awards. Firms desiring to release information to the public must receive prior written approval from the City.
5. Contact with City Employees – All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the evaluation panel, the City Manager, Assistant City Manager, Deputy City Managers, Department Heads and other staff. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified above.